



## **GUIDANCE FOR THE FORMATION OF INTERNATIONAL CHAPTERS**

CIBSE wishes to encourage local initiatives internationally that will lead to membership growth and eventually to the establishment of a CIBSE Region. It is envisaged that this will be achieved in the first instance by the creation of a local chapter. The chapter is charged with furthering the objectives of the Institution, as set out in the Royal Charter, for the country or area which is covered and is responsible for Institution business as defined below.

The objective of any chapter is to promote CIBSE membership and products, establish communication networks between members in the vicinity, organise events, host visits from CIBSE colleagues, forge links with local bodies and institution, maintain regular contact with HQ and provide valuable feedback and input on international issues as appropriate, and generally to encourage movement towards the conditions for establishment of a Region in their area.

The creation and approval of any new chapter will be made by the Institution's Board. The Board will consider the proposal made by the local group for the establishment of a chapter.

The chapter will provide an Annual Report on activities to the CIBSE International & Regions Coordinator to be reported to the first CIBSE International Teleconference of each year.

The chapter will maintain regular contact with CIBSE HQ, the main point of contact is the International and Regions Coordinator. In addition, members of the chapter may be invited to join a Committee or Panel or Task Group as a corresponding member to provide an international input.

As the membership in a country develops and new members join the Institution then the establishment of a CIBSE Region will be considered. Establishment of a formal 'Region' with relevant representatives on Council is within the discretion of the Board: no numerical or other conditions are laid down. In practice, a minimum of 200 members within striking distance of a centre appears necessary to successfully establish and maintain a Region. For further information on CIBSE's formal regions, please refer to the Regions Manual.

### **Minimum Requirements to start a new chapter**

- Minimum of 4-5 members on the committee, of which at least 3 hold corporate membership.
- The committee is recommended to establish the following roles: Chair, Membership Champion, Industry Liaison Officer, & Events Coordinator.
- The Chair or Vice Chair of the committee must hold corporate membership.
- Minimum of 15-20 members residing in the country.

The committee should be able to demonstrate an expression of interest in the formation of a chapter from the wider membership. The committee will need to submit an initial proposal stating their main aims in both the short and longer term. This may include:

- Schedule of proposed technical events
- Links with organisations/universities/companies
- Sponsorship and promotion opportunities
- Opportunities for membership growth

In order to demonstrate the above, we would ask that you submit the *Formation of an international chapter proposal form* that can be found at the end of this document.

The proposal should be submitted to the CIBSE International & Regions Coordinator and will then be considered by CIBSE's Education, Training & Membership Committee. The committee may come back with further requests before approval can be given.

### **Naming your chapter**

The term chapter is not fixed and can be replaced with either committee or group depending on the suitability for each country. Once the name of the chapter is chosen and approved by the Board, all references to the chapter should be consistent and use the chosen term.

The term Region may not be used as this is reserved for the official CIBSE Regions.

### **Committee Roles**

The descriptions below provide aims for each of the roles and are not exhaustive nor prescriptive.

#### **Chair**

The Chair has the following aims:

- To be responsible for the conduct and supervision of all activities of the chapter
- Preside at all meetings of the committee
- Represent the views of his/ her members and committee as he/she understands them

Promptly after being elected, the Chair, in consultation with the Immediate Past Chair (and/or the new Vice Chair) should select members for designated duties. These appointees should be approved by the committee.

Although committee members have assigned duties, it is the responsibility of the Chair to coordinate and supervise these activities, to ensure that all meetings start and end on time and that scheduled events are accomplished. But most important of all, the Chair is responsible for engendering enthusiastic support for the chapter's activities.

#### **Membership Champion**

The Membership Champion has the following aims:

- Attract qualified new members who will take an active part in the affairs of the Institution, both locally and at Headquarters level
- Broaden the type of membership to include all grades of eligible members from all sectors of industry concerned with building services engineering
- Encourage advancement to higher grades of membership where candidates qualifications meet the specified requirements
- Assist with member renewals
- Maintain up-to-date knowledge of membership requirements and procedures
- Liaise with HQ on recent membership initiatives and materials
- Build up a database of potential members and those involved with our industry and circulation list for notification of future events.

## **Industry Liaison Officer**

The Industry Liaison Officer has the following aims:

- To work closely with the Chair and Vice Chair to organise positive interaction with organisations such as:
  - National Engineering Institutions/Regulatory Bodies
  - Municipalities and Government Departments
  - Non Profit Organisations
  - Local and International Universities
  - Developers
  - Consultants and Contractors
  - Building Services supply chain

## **Events Coordinator/Officers**

The responsibility of arranging events is generally shared between committee members. You may wish to appoint a coordinator to take general responsibility for the schedule of events. However, it is found that event planning usually works best when shared across the committee. The main aim is:

- To coordinate the overall programme of meetings for the chapter, including subjects and speakers, venues and sponsorship.
- Contact and make arrangements for speakers to attend meetings.
- Prepare in advance, a brief description of the talk to be presented for use in preparing the announcement of that meeting and include on the chapter website

## **Other Roles**

Other roles that can be considered as the chapter grows and develops include Vice Chair, Honorary Secretary, Honorary Treasurer, Social Secretary, Technical Liaison Officer, YEN Representative, SLL Representative, WiBSE representative, Professional Interviewers.

## **Representation**

The chapter may be asked to:

- Assist in the development of, or build a relationship with, the national engineering institution in the country concerned.
- Host visits by the President and other senior members and staff, including relevant meetings with the local institution, universities, companies etc.

## **Communication and Marketing**

- Each chapter will be allocated a space on the main CIBSE website for announcements on current activities, details of the committee members, information on the region etc. Guidance is available to enable the chapter to update its own page. Alternatively, the International and Regions Coordinator is available to assist.

- Should the chapter need to contact the local members in order to distribute event notifications or other call outs, they will need to send all relevant details to the International and Regions Coordinator, who can arrange a mail-out using HQ's bulk email system.
- Each chapter can request one generic @cibse.org email address. This can be useful when asking members to respond to event notifications or other call outs. An email address can be requested from the International and Regions Coordinator. If the address is publicised, the chapter must take care to monitor the account regularly so as to respond to any queries.
- Events can also be publicised on the CIBSE LinkedIn page, Twitter, and the CIBSE Journal. To be publicised in the CIBSE Journal, details of the event must be sent to the International and Regions Coordinator by the 1<sup>st</sup> of the month prior to the month in which the event will be held (ie. Details of an event held on 24 October need to be sent to HQ by 1 September for inclusion).

## **Budget**

CIBSE will provide upon request a contribution of up to £500 per annum on a need for basis towards Institution activities in the country. It is important that these funds are used only in carrying out the objectives of the Royal Charter and should not be used for social events. It is expected that the chapter would also consider funding from local sponsorship and events. Feedback on expenditure will be provided in the Annual Report.

It is important to consider local trading regulations as these vary and may restrict a local chapter in its ability to hold events. The Chair of the chapter should contact the International & Regions Coordinator to determine whether any issues may arise.

## **Useful Links/Guidance**

Membership information can be found at [www.cibse.org/membership](http://www.cibse.org/membership). Any queries can also be forwarded to either the International and Regions Coordinator or [membership@cibse.org](mailto:membership@cibse.org)

Careers information can be found at [www.cibse.org/careers](http://www.cibse.org/careers). There are also CIBSE careers factsheets that be downloaded from the website or posted out from HQ upon request.

The CIBSE Corporate Brand guidelines can be downloaded here:

[www.cibse.org/CIBSE/media/Membership/Regions/CIBSE-Corporate-Brand-Guidelines.pdf](http://www.cibse.org/CIBSE/media/Membership/Regions/CIBSE-Corporate-Brand-Guidelines.pdf).

The style guide can be used to ensure that we all use the CIBSE identity in the same way, providing a consistent presentation to all our members, our partners, and our suppliers.

CIBSE encourages the responsible use of social media. Social media is a valuable way to contribute, communicate, collaborate and engage with our industry, partners and members old and new. The purpose of CIBSE's Social Media Policy is to set out what CIBSE expects from our Stakeholders when using social media. The policy can be downloaded here:

<http://www.cibse.org/CIBSE/media/Membership/Regions/CIBSE-Social-Media-Guidance-v1-5.pdf>

The Regions Manual provides guidelines for the operation of CIBSE's formal regions. Please contact CIBSE International & Regions Coordinator for a copy.

The objectives of the Institution can be found in our Royal Charter:

<http://www.cibse.org/CIBSE/media/About-CIBSE/Charter2010.pdf>

**FORMATION OF AN INTERNATIONAL CHAPTER PROPOSAL FORM**



<b>Country/Area:</b>		
No. of CIBSE members in country/area:		
City/Town where committee will be based:		
<b>Proposed committee members:</b>	<b>Name:</b>	<b>Mem No:</b>
Chair:		
Membership Champion:		
Industry Liaison Officer:		
Events Coordinator:		
Committee members:		
<b>Aims</b>	<b>Short term:</b>	<b>Long term:</b>
Events		
Links with organisations/ universities/companies/ governmental bodies		
Sponsorship and promotion		
Membership growth		

Perceived benefits to the area:	
Perceived obstacles:	
<p>Additional info to support proposal:          For example this may include economic information in terms of growth in the BSE sector; details and number of key building services companies/consultancies located in the area; other engineering institutions/authorities operating in the area ie ASHRAE, IET; affordability of CIBSE subscription rates; etc.</p>	

Signed:

Date: